

Appendix C: Prevention Study Cover Letter and Proposed Format

August 4, 1997

Dear State Director:

As you know, NASADAD is engaged in a three-year Cooperative Agreement with the Substance Abuse and Mental Health Services Administration (SAMHSA) to support States in establishing, improving, and maintaining systems to provide alcohol, tobacco, and other drug (ATOD) prevention and treatment services. To that end, NASADAD will produce a number of reports and other documents for your use and for the use of those concerned about substance abuse service delivery.

As part of this Cooperative Agreement, the White House Office of National Drug Control Policy (ONDCP) provided funding to conduct a study and produce an inventory of prevention activities at the State level funded by the 20% set-aside of the Substance Abuse Prevention and Treatment (SAPT) Block Grant.

This Prevention Inventory is intended to provide information on prevention activities that are not captured in any other report to Federal agencies. Detailed information will be provided on such issues as:

- The number of individuals served by State ATOD agency prevention programs by specific demographic categories.
- A description of the types of programs funded by the SAPT Block Grant set-aside in each of the six strategies outlined in the Block Grant regulations.
- Channels of funding from the State ATOD agency to its substate entities.

While the Prevention Inventory may sound similar to the State Profiles NASADAD compiled for the Center for Substance Abuse Prevention (CSAP) under its National Center for the Advancement Prevention (NCAP) contract, the Prevention Inventory will differ in a number of very important ways.

First, the Prevention Inventory *will focus only on prevention activities funded by the 20% set-aside*. We realize that this may create some difficulty for you in reporting since many activities are funded by a number of funding streams; however, the interest at this point is focused only on the 20% set-aside.

Second, the Prevention Inventory will have a very broad distribution. The State Profiles were intended for use only by CSAP and NCAP staff and researchers developing products for State use. This report will be used by key Federal officials, the service provider community, and others interested in prevention activities, to clearly and accurately articulate prevention activity at the State level. This will be an important document given that there is nothing currently available to fill this need.

Third, the Prevention Inventory will present an aggregate of all results from the States and individual State data. This will enable any reader to easily identify a particular State and make *crude* comparisons to national data.

Finally, unlike the State Profiles, NASADAD will not be able to conduct a survey to gather information in response to key questions. Instead, we will analyze a number of documents, (e.g., the Block Grant applications for the past several years, other State reports) to ascertain your prevention activities. NASADAD staff may also conduct telephone interviews to “fill in” any information or to seek clarification on information provided. They will allow sufficient time for you to review and comment on the draft profile prior to its inclusion in the final document.

Your support is needed in the following ways to ensure that the Prevention Inventory reflects the most accurate information available at the State level:

1. **Name of a contact person** who can be contacted later to clarify any information.
2. Forward a **copy of your most recent prevention site visit report** as presented by the Prevention Training and Technical Assistance Project administered by Birch and Davis.

3. Provide a **copy of your State Prevention Plan** and any reports of your progress achieving goals stated within the plan.
4. Provide copies of any **Healthy People 2000 interim reports** available at the State level that highlight accomplishments in health, substance abuse, and/or mental health services.
5. **Any State agency reports, documents, or materials** that you feel explains in detail your State's prevention activity funded by the 20% set-aside. We realize that this is very broad; however, we do not wish to limit the types of documents you may wish to include for review. We are specifically interested in any report that contains financial and costing data, description of funding streams, evaluation findings, and amounts allocated to local programs.

NASADAD has received the following reports from States that contain information that will be used for the Prevention Inventory. If you have something similar, please send it in for use in the development of the Inventory:

- *Adolescent Substance Use in Massachusetts, Trends Among Public School Students, 1984-1996.*
- *1993-1995 Biennium Report: Substance Abuse Prevention Planning and Programming*, from the State of Washington.
- *Prevention Framework for Behavioral Health*, from the State of Arizona.
- *Abstracts of Applications*, from the State of Iowa.

Attached is a copy of the proposed document outline that lists the types of questions we will need to answer for the Prevention Inventory. Please refer to this and use it as a guide to help you determine which documents you might want to send in for review.

Please forward the above materials and any others you feel appropriate to Stephanie McGencey, NASADAD, 808 17th Street NW, Suite 410, Washington, DC 20006, no later than August 22, 1997.

If you have any questions, please call me at (202) 293-0090. Thank you in advance for your help and support.

Sincerely,

Leon PoVey
President, NASADAD Board of Directors
Utah Division of Substance Abuse

cc: Jack Gustafson
NPN Representatives
Stephanie McGencey
Bob Anderson
Terry Zobeck, ONDCP Project Officer

Attachment

Proposed Content and Format of State 20% Set-Aside Prevention Activities Inventory

NASADAD proposes a bound, 8 ½" by 11" document that will contain charts and graphics as appropriate to enhance the presentation of State data. Diskettes of compiled individual State data will be provided. The final report will also be provided on diskette so that it can be disseminated via the Internet. A recommended document outline appears below and is presented for the sake of discussion and decision making.

- A. **Executive Summary.** This section will summarize the entire document and can serve as a handout in future briefing documents describing demand reduction activities at the State and local levels nationwide.
- B. **Introduction.** This section will highlight the purpose of this document as a tool for ONDCP staff and the field-at-large. A brief discussion on other possible uses of the document will also be included.
- C. **Methodology.** The methods used to gather the information contained in the report will be described in detail. A discussion of the emphasis on the 20% set-aside will be provided. The limitations of the document based on the methodology will also be highlighted along with ways the document may be updated in the future.
- D. **Aggregate Profile of State Prevention Activities.** This section will highlight key findings from the inventory and describe commonalities across States. Dramatic differences in program approaches implemented and the organization of the prevention system will also be described. The key findings may include descriptions of innovative programs funded; programs or initiatives common across all States; statistics on funding allocations and the breakdown of funding by prevention strategy used; other emerging data that can be obtained from State reports. Any preliminary data available on the effectiveness of set-aside programs in preventing drug use among youth will also be presented. This section will provide considerably more detail than previous sections and would be an appropriate briefing handout regarding prevention activity at the State and local levels.
- E. **Profiles of State Prevention Set-Aside Activities.** This section will be the most detailed, providing detailed data on each State (and the District of Columbia) in the following domains: Funding/Resources, Programs/Services, Data Collection, Support Services.
- F. **Appendices.**